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SENDER WILL CHECK		ACTION TOP AND BOTTOM	
UNCLASSIFIED	CONFIDENTIAL	CONFIDENTIAL	SECRET
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	INITIALS	DATE
1	<i>Comptroller</i>	<i>[Signature]</i>	<i>17 Mar 61</i>
2	[REDACTED]		
3	[REDACTED]		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: [REDACTED] advised that this position must be placed in the [REDACTED] group with technical direction from the [REDACTED] and administratively directed by joint [REDACTED] duties to be rendered financial service to the [REDACTED] station under the Class 93 procedure. This appears to be ok & ready for concurrence			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<i>[Signature]</i>			<i>3/14</i>
UNCLASSIFIED		CONFIDENTIAL	SECRET

FORM NO. 237  
1 APR 55Replaces Form 30-4  
which may be used.(40)  
U. S. GOVERNMENT PRINTING OFFICE : 1955 --O-342531

6 October 1959

ILLEGIB

MEMORANDUM FOR: Office of Personnel

ATTENTION: Salary and Wage Division

SUBJECT: Proposed Administrative/Finance Officer GS-12 -

REFERENCE: WE Division Memorandum dated 8 September 1959

1. The financial section of the subject position description has been received by this office and found to be in order with the exception of paragraph 16 which should be deleted. The responsibility for this activity should be placed under the logistic phase as this station is currently operating under the Logistics Type II Property Procedures.

2. The proposed incumbent of this position is to be a finance trained officer and will carry certifying authority. Therefore, the financial transactions for the three installations involved will be finalized at the field level and only a summary Class A type accounting report will be submitted to Headquarters. The latest Class B Station Evaluation Report has been reviewed and it reveals the following information:

3. The financial data above when compared to the position standard for Finance Officers easily qualifies this position to the GS-12 level based upon the financial duties and responsibilities alone. Therefore, this office recommends that favorable consideration be given to establishing the position at the GS-12 level.

Deputy Chief, Finance Division

CONCUR:

Comptroller

Distribution:

- Original & 1 - Addressee
- 1 - Comptroller w/att
- 1 - WE Div.
- 1 - Finance Div w/att

Attachment:

Position description (Compt/&FD only)

BEST COPY